

Martha E. Michels  
Chief Safety Officer

**ESH&Q Section**  
P.O. Box 500, MS 119  
Kirk Road and Pine Street  
Batavia, Illinois 60510-5011  
USA  
Office: 630.840.3511  
[martha@fnal.gov](mailto:martha@fnal.gov)

**Date:** September 11, 2017  
**To:** Timothy I. Meyer, COO  
**From:** Martha Michels *MME for MM*  
**Re:** QAM Chapter 12030 – iTrack Procedures and Risk Assignment

---


The chapter listed above was updated as follows:

- Procedure updated to reflect upgrades to the iTrack system, which include a new Effectiveness Review process that is completed by responsible parties; and the incorporation of an Escalation Process. The procedure was also updated to reflect the change in how ES&H Walkthroughs/Inspections, like HPR inspections, are captured in iTrack.

After Directorate approval, please return this approval page to T.J. Sarlina at MS119 for posting on the web.


Encl.

**Recommended for Approval:**

  
\_\_\_\_\_  
Timothy I. Meyer, COO

9/14/17  
Date

**Approved:**

  
\_\_\_\_\_  
Nigel S. Lockyer, Director of Fermilab

9/15/17  
Date